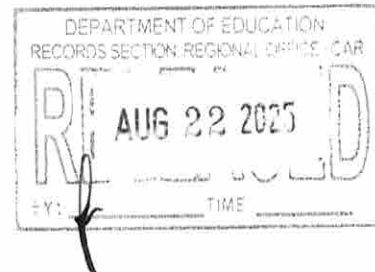




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



20 August 2025

REGIONAL MEMORANDUM

No. **614-2025**

**SUBMISSION OF MENTORS AND PROGRAM FACILITATORS FOR THE
 REVISED TEACHER INDUCTION PROGRAM (RTIP)**

To: All Schools Division Superintendents
 All Others Concerned

1. Pursuant to DM-OULS-2025-048, titled, Call for Participants on the RTIP, this Office requires the submission of **Mentors and Program Facilitators** to attend **Cluster 1: Guiding with Purpose: Empowering Mentors and Program Facilitators for the RTIP on September 23–26, 2025** at the NEAP Training Facility, Baguio City.

2. This activity aims to equip selected field officials and school leaders with the knowledge, skills, and orientation needed to effectively serve as mentors and program facilitators for beginning teachers under the RTIP. By the end of the activity, the participants should be able to:

- explain the framework, content, and processes of the Revised Teacher Induction Program as a basis for guiding beginning teachers in school-based induction;
- demonstrate mentoring, coaching, and facilitation skills necessary for delivering RTIP sessions; and
- demonstrate commitment, empathy, and professional responsibility as mentors and program facilitators.

3. The target participants are as follows:

Office	Position			Total
RO-HRDD	CES/ SEPS (TIP/ IPBT Focal)			1
RO-HRDD	EPS/ EPS II (To serve as PMT)			1
SDO-SGOD-HRD	TIP/ IPBT Focal			1
SDO	PSDS	School Head	Head Teacher or Master Teacher	Total
Abra	1	1	1	3
Apayao	1	1	1	3
Baguio City	1	1	1	3
Benguet	1	1	1	3
Ifugao	1	1	1	3
Kalinga	1	1	1	3
Mt. Province	1	1	1	3
Tabuk City	1	1	1	3
Total				27

4. In this regard, the SDOs, through the **School Governance and Operations Division, Human Resource Development Section (SGOD-HRDS)**, are requested to endorse participants based on the allocated slots above and qualification standards prescribed in Enclosure 1.

5. The endorsement shall follow the template provided in Enclosure 2, accessible via **<https://tinyurl.com/2025RTIPcar>**. The accomplished and signed endorsement form must be submitted via email to **car.neapr@deped.gov.ph** with the same details encoded in the link **before August 29, 2025**.
6. In addition, the SDO-SGOD-HRDS shall inform all participants to register via **<https://tinyurl.com/RTIPCluster1-Registration>** before **September 12, 2025**.
7. Board and lodging of participants shall be charged to NEAP HRD Funds, while transportation, per diem, and other incidental expenses shall be charged to the respective office of the participant: RO/ SDO/ School local funds subject to the usual accounting and auditing rules and regulations.
8. For queries and clarifications, please contact the Human Resource Development Division through Rosita C. Agnasi, OIC-HRDD-NEAPR through the office email.
9. Immediate and widest dissemination of this Memorandum is directed.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director 

Qualification Standards of Mentors and Program Facilitators

General:

1. Demonstrate excellent communication, facilitation, and mentoring skills;
2. Has a strong commitment to support the professional development of new teachers/ school heads;
3. Willing to undergo orientation and participate in all program activities, as needed; and,
4. Endorsed by the Regional Director, or authorized representative.

Public Schools District Supervisors (PSDS):

1. Currently holding a Plantilla position of a PSDS and serving as PSDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Rated outstanding, with substantial contribution to instructional leadership and/ or school management;
4. With proven exceptional track record in mentoring or coaching experience at the school or district level; and
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

School Heads:

1. Currently serving as a school head (Principal 2, 3 or 4);
2. Has at least 10 yrs. of experience as a full-fledge school head;
3. With proven track record in school leadership, instructional supervision, and school-based mentoring; and
4. Willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

Head Teachers or Master Teachers:

1. Has at least 3 yrs. of experience as an HT /MT;
2. With proven track record in school leadership/ instructional supervision/ /school-based mentoring; and,
3. Willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

(Enclosure 2 to RM No. 614.2025)

Endorsement of Participants on the Revised Induction Program (RTIP)

DATE :[Insert Date]

FROM :[Schools Division Superintendent]
Position

TO : **ESTELA P. LEON-CARIÑO EdD, CESO III**
Director IV/ Regional Director

THRU : **ROSITA C. AGNASI**
OIC, HRDD

SUBJECT : **ENDORSEMENT OF PARTICIPANTS ON THE
REVISED INDUCTION PROGRAM (RTIP)**

The Schools Division Office [Insert SDO] respectfully endorses the following individuals to participate in the series of activities relative to the implementation of the Revised Teacher Induction Program who met the required Qualification Standards (QS):

List of Endorsed Participants (add rows per table as may be necessary):

Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program					
Name	Designation	Position (Plantilla)	Sex (M/F)	School	DepEd Email
	SDO IPBT Focal				
	PSDS				
	School Head				
	Head/ Master Teacher				

All endorsed personnel have undergone a thorough evaluation at the regional and division levels and have met the necessary QS aligned with the objectives of the activity.

We look forward to the Regional Office's confirmation and further instructions.

Thank you.